



PUBLIC TRAINING PROGRAMMES

TRAINING CATALOGUE

2023




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**“We build great people,
who then build great
products and services.”**

Jack Welch, *My Personal History*



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ABOUT THIS CATALOGUE

We are proud to present our Training Catalogue 2023 to our customers. Our range of professional development programmes, research based assessment tools and state-of-the-art consulting services are designed and built to develop core business competencies and sustain highest levels of performance.

You will discover the Changing Paradigms of Training and how to get technical advice, best practices, and other useful resources to make your journey a successful one. All this is designed to help you achieve maximum Return on Investment (ROI) from your learning programmes.



About Alpha

OUR CORPORATE VALUES

Integrity

We are honest, open, ethical, and fair.

Innovation

We encourage thoughtful, creative and inspirational ideas.

Teamwork

We build better when we work together.

Quality

What we do, we do well.

Excellence

We champion innovation, and use our energy, expertise and resources to make a positive difference

A letter from Alpha Team

Since its establishment in 1996, Alpha has built a culture of continuous improvement and innovation. Using our organisational analysis systems, we help organisations identify where training is needed in the organisation and under what circumstances, linking training to performance through the following steps:

- Systematically and objectively identify gaps in the institutional and individual capabilities.
- Tailor training programmes to employees' specific strengths and needs.
- Integrate learning results into performance management and measure progress.

We promise to provide you with state-of-the-art training and consulting services, supported by powerful learning strategies and resources. This will help you boosting performance and powering growth and overcome challenges to your success. Whatever your business is, you indeed expect the best performance from your workforce and you want to improve their efficiency and productivity.

Our range of research based assessment tools, professional development programs and state-of-the-art consulting services are designed and built to develop core business competencies and sustain highest levels of performance.

Alpha UK Training LLC

Three Integrated Services

We have three business streams: training & development, digital assessment systems and consulting services.

Training Solutions

With over 500 Learning Objects developed in-house through intensive research and adoption of global best practices, Alpha's learning programs have proven to not just improve practical on the job performance but has been instrumental in driving organisation growth as well.

Professional development courses segmented into focused functional development programs for leadership and functional managers.



Assessments

Our research based assessment tools and psychometric tests are the only tools to be fully developed in-house, making them the most relevant to local adoption.

- Training Needs Assessment System
- Organisational Performance Assessment
- Personality Assessment Systems
- Multiple Assessment Profile System
- 360 degrees Feedback Assessment
- Management Competency Profile



Consulting

Organisation wide consulting for Enterprises and Government using state-of-the-art organisational performance analysis system designed and developed to measure and profile organisational performance and consensus levels in nine critical areas, and to assess, the impact of these activities on organisational performance.



Integrated Services for Human Resources Development

Competency Models

- Competency Framework
- Competency Development
- Structured Interview



Engagement

- Employee Engagement
- Employee Satisfaction
- Employee Happiness



Assessment

- 360-degree Assessment
- Organisation Assessment
- Personality Assessment



Development

- Leadership Development
- Training Needs Analysis
- Training Programmes



**Important for Our Customers Success
We Succeed When You Succeed**

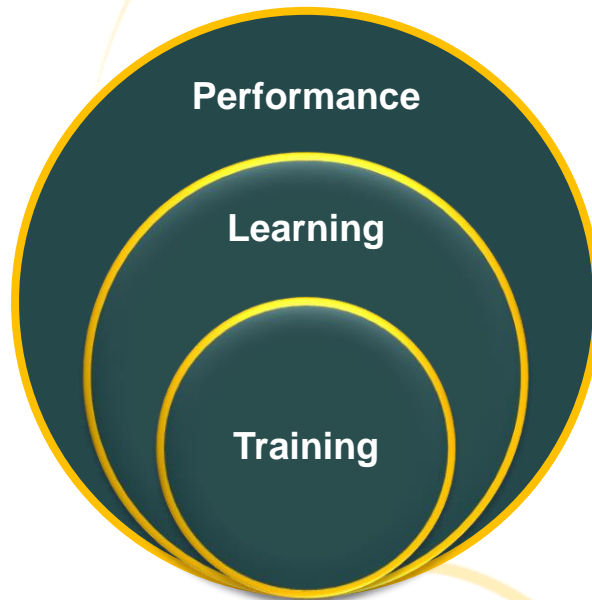
Our Customer Success Strategy

We help you deploy and optimise our services to suit your requirements. Get technical advice, best practices, and other useful resources to make your journey a successful one.

Our highly effective training methodology helps you achieve maximum Return on Investment (ROI) from your training programmes

Please go over the next few pages to see the importance of our methodology to your success...

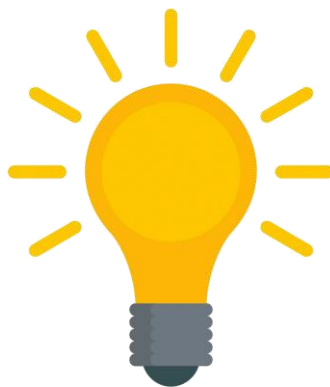
Changing Paradigms of Training



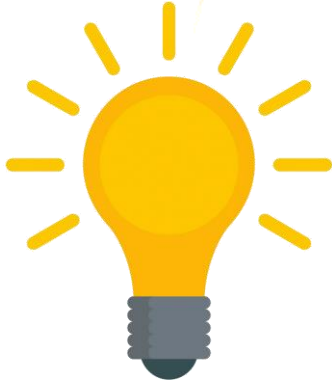
- How to Create a Successful Employee Training and Development Program?
- How to Link Employee Training to Corporate Performance?

With the high investment made in training workers, organisations want to see a result that is tangible, measurable and long-lasting

The core idea behind this movement is that training alone is insufficient to bridge most performance gaps, and that trainers need to develop more comprehensive interventions that include incentive systems, communication technologies, environmental redesign, selection processes, and job aids.



Performance Needs Analyses (PNA) before Training Needs Analysis (TNA)



Shift from Training to Performance Improvement

Given the dynamism of their external and internal environments organisations have no choice except to move from training to performance improvement because training is a means to the end. The end result is performance improvement.

Madei Mangori: Managing Director; Organisational Life Focus Pty Ltd:

Organisational Performance Assessment and Analysis

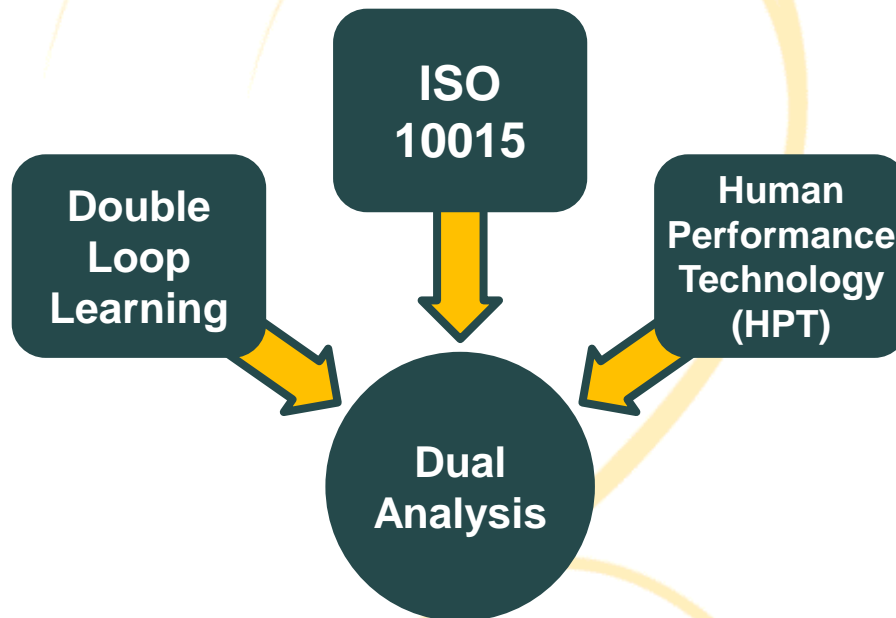
We work with you to design the appropriate solutions to move you and the organisation towards the desired state. We provide consulting, training and coaching to support the implementation of any required interventions.



Focusing on performance, instead of training, leads us to look at all the variables we can use to affect performance. There are three approaches that focus on performance, instead of training to ensure the maximum effectiveness of training. These are:

- **Human Performance Technology (HPT)**
- **The ISO 10015 Standard for Training**
- **The Double Loop Learning**

Three Approaches to Ensure the Maximum Effectiveness of Training



Performance Needs Analyses (PNA) and Training Needs Analysis (TNA)

The ISO 10015 Standard for Training

The function of the ISO 10015 standard is to ensure the impact and the effectiveness of training systems and programmes in your organisation so that a higher Return on Investment (ROI) can be attained. The ISO 10015 has two important Cycle:

- The Performance Cycle: to link training investment to organisational performance by identifying performance gaps which can be covered by training.
- The Training Cycle: Define the training needs - design a program - provide for the training - evaluate the output of the training. (Same as the ADDIE cycle).

Human Performance Technology

HPT is a systematic process which helps the user to understand what the performance issue is and what caused it, so an appropriate intervention can be designed to address it – which may or may not be a Training intervention.

Double Loop Learning

Double-loop learning entails the modification of goals or decision-making rules in the light of experience.

- The first loop uses the goals or decision-making rules,
- The second loop enables modification of these rules, hence "double-loop"

Dual Analysis Approach

Performance Analysis and Training Analysis

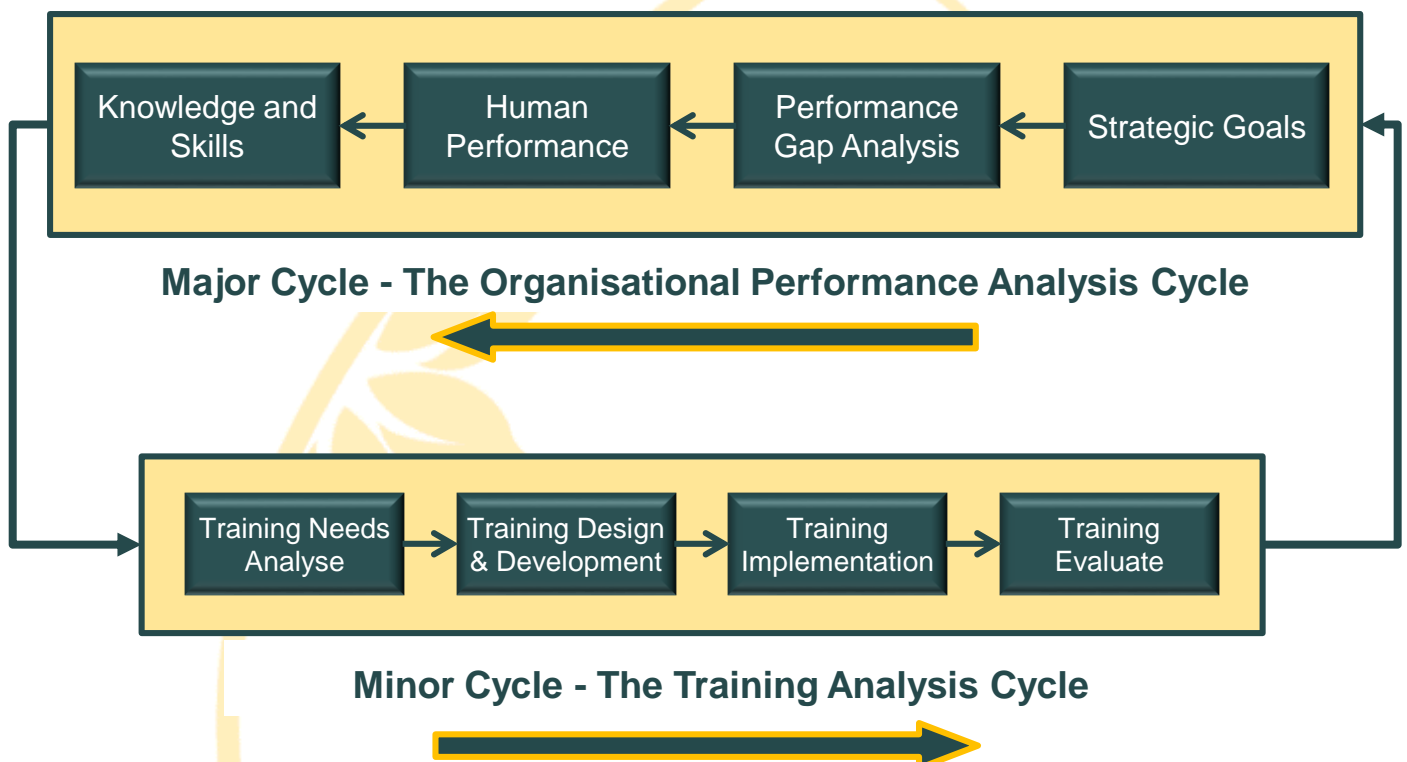
The Performance Cycle and Training Cycle

“Not all training sessions are effective. Sometimes training is the wrong solution, but it is the only thing available, and is exactly what the boss or client asks for. Learning professionals who only know how to design training are missing out on many other opportunities to improve work performance.”

Jane Hart: Founder of the Centre for Learning & Performance Technologies (C4LPT).

Dual Analysis - PNA and TNA

Performance Needs Analysis and Training Needs Analysis



From Traditional Training to Highly Effective Training

Our highly effective training methodology helps you achieve maximum Return on Investment (ROI) from your training programmes. Compare...

From Traditional Training → To Highly Effective Training

1 Based on simple Single analysis

Based on Dual analysis

2 Training is a Cost to the organisation

Training is an Investment for the org.

3 Up to 80% of training cost is wasted

Up to 600% Return on Investment

4 Based on simple analysis systems

Based on advanced analysis systems

5 It does not comply with ISO 10015

Complies with the ISO 10015 system

6 Not based on HPT *

Based on HPT *

7 Single Loop learning

Double Loop learning

(* HPT: Human Performance Technology)

We help you deliver powerful training through Microlearning and Direct Instruction that fuels your people, inspires change, and boosts performance.

Areas of Consulting Services

In addition to developing your strategy and leadership, we bring powerful new perspectives to specialised areas facing modern organisations. Our consultants support your organisation to realise transformation through placing humans at the centre, leveraging technology at speed and fostering innovation at scale.

We work on all areas of human resource management, leadership development, strategic planning, process improvement, performance assessment, employees engagement and productivity, and more.

Our faculty of experts are specialised in the following ten areas

1 Development of Competency Frameworks

2 Business Process Reengineering

3 Balanced Score Cards

4 Employee Engagement

5 Leadership Development

6 9-box Grid and Succession Planning

7 360 degree Feedback

8 Change Management

9 Six Sigma Projects

10 Benchmarking

Assessment Systems

Taking Your Organisation from Good to Great

Digital Assessments

Our research based assessment tools help you boosting performance and powering growth and overcome challenges to your success.

All psychometric assessments are developed in-house and fully customisable, making them the most relevant to local adoption.



- 1 Organisational Performance Assessment (OPAM)
- 2 Training Needs Assessment System (TNAS)
- 3 360 degree Feedback System
- 4 Multiple Assessment Profile System (MAPS)
- 5 Big Five Personality Assessment (BIG5)
- 6 Behaviour Dimensions Assessment (DISC)
- 7 Competency-based Assessment
- 8 Analytical Hierarchy Process Decision Maker (AHP)

7 Reasons Why Choosing Alpha

7 Reason why
You Should
Choose
ALPHA

- 1 The largest provider of Train the Trainer in the Middle East
- 2 ISO 10015 Guidelines for Training
- 3 Fully Customised Training Programmes
- 4 State-of-the-Art Assessment Systems
- 5 Competency-based Training
- 6 Evidence-based Teaching Methodology
- 7 Strong R & D Capabilities

+550

Private Organisation

+150

Government & Public Organisation

+25000

Professionals

23

Countries in 4 Continents

Training Methodology



All workshops and training events are designed to be enjoyable, stimulating and participative.



Training methodology equips the learners with skills that'll make them successful at their jobs in any industry.



We ensure that our training should have a significant Return on Investment.



Our training using the participatory, experiential and adult learning methods.



Training contents can be modified. Topics can be added to suit the client requirements.



Advanced assessment tools and system are used in the training.



You will receive excellent customer service and the most in-depth training

Training Areas

With over 800 Learning Objects developed in-house through intensive research and adoption of global best practices, Alpha's learning programs have proven to not just improve practical on the job performance but has been instrumental in driving organisation growth as well.

Professional development courses segmented into focused functional development programs for leadership and functional managers.

1 Management & Leadership

2 Administration & Secretarial

3 Customer Service

4 Human Resources Management

5 Quality Management

6 Project Management

7 Finance & Accounting

8 Training & Development

9 Marketing and Sales

10 Purchasing Management

11 Finance & Accounting

12 Health, Safety and Environment

13 Security Management

14 Contract & Tenders Management

15 Maintenance Management

16 Certified Training

Testimonials

'.. I gained more insight into this fascinating subject in 5 days of the course than in the last 15 years of 'experience' in management or leadership roles.'

Mubarak Ali, Abu Dhabi, UAE

Although I have been a certified trainer for 20 years, the course added a lot of knowledge and skills to me because of the huge amount of useful information it contains for each trainer, I advise all trainers, as well as those who wish to become a professional trainer, to participate in this course.

Dr. Hisham Kayali/ consultant for strategic planning and institutional performance management. Dubai, UAE

'This is the second course I have attended in leadership skills. It is an excellent well thought out course. I have learned a great deal about leadership and myself.'

John Wilson, CEO, Dubai, UAE

'After just having attended your course I felt impelled to write and tell you that they were the most inspirational, informative and positive three days of my life!'

Dr Abdulmajid Salim, Consultant, Kuwait

'I feel that I must congratulate you on the astounding training course you ran. After the course I was left with no doubt that the training provided real value for money and justified the time.'

Farouq Khairi, Health Authority, Bahrain.

'The courses' intensiveness, practical approach, structure and scope were incredibly effective. '

Abdullah Al-Sultan, Trainer, Saudi Arabia

Some Projects Implemented by Alpha for Prestigious Organisations



Implementation of train the trainers programmes to establish a highly qualified team of trainers, at the Technical Training Center at Dubai Airport



Central Bank



Leadership development in the Central Bank of Abu Dhabi by implementing the 360-degree alpha evaluation system



MBRSC



Application of the MAPS assessment and personality tests along with other tests to select astronauts at the Mohammed Bin Rashid Space Center

Some of Our Customers

مركز محمد بن راشد
للفضاء

MOHAMMED BIN RASHID SPACE CENTRE

Application of MAPS
assessment and other
tests to select astronauts
at the Mohammed Bin
Rashid Space Center



U.A.E. Central Bank

Application of 360-degree
Feedback assessment
system for leadership
development in the Central
Bank in Abu Dhabi



Dubai
Airports

Train the Trainer and
On-the-Job training
provided for Air Side
Technical Training
Center at Dubai Airport

مركز محمد بن راشد
للفضاء

MOHAMMED BIN RASHID SPACE CENTRE

مصرف أبوظبي الإسلامي
Abu Dhabi Islamic Bank

الهيئة الاتحادية للموارد البشرية الحكومية
Federal Authority For Government Human Resources

Dubai
Airports

مؤسسة زايد العليا
للعناية الإنسانية وذوي الاحتياجات الخاصة
Zayed Higher Organization
for Humanitarian Care & Special Needs

دائرة الشؤون البلدية
بلدية مدينة العين
AL AIN CITY MUNICIPALITY
DEPARTMENT OF MUNICIPAL AFFAIRS

هيئة تنمية المجتمع
Community Development Authority

هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

مؤسسة التنمية الأسرية
Family Development Foundation

تكرير
TAKREER
شركة أبوظبي لتكرير النفط

أدنوك
ADNOC
شركة بنزول أبوظبي الوطنية

مؤسسة
الشارقة للإعلام
Sharjah Media Corporation



القيادة العامة لشرطة أبوظبي



الجامعة الأمريكية في الإمارات
American University in the Emirates



وزارة الخارجية
MINISTRY OF FOREIGN AFFAIRS



Sheikh
KHALIFA
MEDICAL CITY



United Arab Emirates
Ministry of Justice

شرطة دبي
DUBAI POLICE



الشركة السعودية للكهرباء
Saudi Electricity Company

غرفة الشرقية
ASHARQIA CHAMBER

بنك الرياض
riyad bank

شركة مطار البحرين
bahrain airport company

سلطنة عمان
سلطنة عمان
سلطنة عمان

Pharmaceuticals

Corporate In-House Training Tailored In-House Training

In-house training provides benefits to both business owners and employees that are not available when an employee attends an external training program or conference.



Train Your People, in Their Location of Choice, at
Their Preferred Schedule

Face to Face Trainings

Face to face trainings delivered in a physical location.

Virtual Live Training

Virtual live training delivered via webinar software or other virtual environments.

Training Services

Customised Training

Alpha Training offers expertise in the design and development and delivery of wide range of professional training programmes. We have a range of standard courses available, all of which can be tailored to suit your individual needs. All courses can be easily adapted to fit your own requirements.

Public Training

If an organisation does not have enough people to fill an onsite class, we encourage sending participants to one of our scheduled public courses. Public training courses are intensive, in-depth courses delivered by Alpha Training. They are open to individuals and groups.

In-house Training

In-house training, especially, needs to be relevant, informed and driven by your own objectives. So, whether you need to address a specific skills issue or you need to help your people to deal with changes in the organisation, you can be sure that Alpha Training's solution will be based on your own objectives.!

Training Needs Analysis

Accurate identification of whom needs training and what training is needed by using Alpha Training Needs Assessment System (TNAS). The system can also be customised as you can define your own required skills or training areas as the basis for the assessment.

Training Evaluation

Alpha Training offers a variety of assessments tools. Each tool offers valuable information and can be administered on an individual basis or to a group/department. The results are confidential and will be analysed and interpreted by authorised and certified consultants.

Training Management

Alpha Training offers a variety of assessments tools. Each tool offers valuable information and can be administered on an individual basis or to a group/department. The results are confidential and will be analysed and interpreted by authorised and certified consultants.

Certified Training

As a professional with experience, knowledge and skill you can demonstrate your professionalism by Certified Training. Alpha offers world-class certification programs to ensure and validate the competencies and expertise needed to practice, deploy and support the following:

Train the Trainer (TTP)

If you are interested in being a successful trainer, this course is a must for you. In this workshop you will learn methods, techniques and tools for successful learning that will guarantee adult learners get the most out of attending your courses..

Master Trainer (MTP)

Master Trainer Programme (MTP) is next step in the Train the Trainer Programme (TTP). The programme is designed for trainers to enhance their knowledge and improve their training skills and to qualify them to train the trainers. MTP is an important step in the training profession.

Faculty of Experts



Dr Mohammed

Specialised in Competency Frameworks ,Engagement, Leadership Development, Assessment Systems, Consultant & Trainer



Dr Hisham

Specialised in Strategic Planning, Corporate Performance, Excellence Programmes. Consultant & Trainer



Dr Abdulla

Specialised in Security, Law Enforcement, ICAO approved Facilitator. Consultant & Trainer



Dr Bashar

Specialised in Human Resources Development, Recruitment and selection, Balanced Score Cards. Consultant & Trainer



Dr Yousef

Specialised in Strategy & Management, ISO 9000, EFQM, Six Sigma, Risk Management. Consultant & Trainer



Dr Amina

Specialised in Strategic Planning, Education, Self Development, Family Counselling. Consultant & Trainer



Dr Nadir

Specialised in Creativity and Innovation, Business Projects, Entrepreneurship Innovative Design. Consultant & Trainer



Dr Abdel Mawgoud

Specialised in Cognitive and Neuropsychological Assessment, Psychometrics. Consultant & Trainer



Dr Khalid

Specialised in Human Resources Development, Communication Skills and Team Building Consultant & Trainer



Dr Rakan

Specialised in Public Administration, Training & Development, Innovation and Creativity. Consultant & Trainer



Dr Migan

Specialised in HR Development, On-the-job (OJT) training, Sales Management. Consultant & Trainer



Dr Wael

Specialised in Human Resources Development, Recruitment & selection. Consultant & Trainer



Dr Fadi

Specialised in Human Resources Development, Recruitment and selection, Balanced Score Cards. Consultant & Trainer



Dr Hala

Specialised in Learning Planning, Education, Self Development, Family Counselling. Consultant & Trainer



Mr Paul

Specialised in Emotional Intelligent, Creative Thinking, Team Building, Communication Skills . Consultant & Trainer



Dr Ibrahim

Specialised in Neuro Linguistic Programming, Assessments Tools, Communication Skills . Consultant & Trainer

Request For Proposal (RFP)

Requirements

<input type="checkbox"/>	Competency Model	<input type="checkbox"/>	Programme Design
<input type="checkbox"/>	Performance Analysis	<input type="checkbox"/>	Standard Training
<input type="checkbox"/>	Training Needs Analysis	<input type="checkbox"/>	Others

Course Details

Course Title		Course ID	
Number of Participants		Duration	
Language		Date	
Location		Notes	

Consulting Service

Brief description of the requirements	
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Contact Information

Name		Telephone	
Position		Mobile	
Company		Email	

TRAINING SCHEDULE

2023

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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FEBRUARY

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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23	24	25	26	27	28	29
30	31					

Training Programs

- Public training
- In-house training
- Face -to-face classroom training
- Live virtual training

Featured and Popular Courses

We would like to feature several new, exciting courses that provide participants with an opportunity to engage with some of the biggest and most pressing issues of our time. Taught by our experts who are leaders in their fields, many of these courses bridge disciplines to spark unique perspectives and challenge participants to solve problems in new and unexpected ways.

#	ID	Title	Duration	Language	Location	Fees*
1	ML134E	Analytical Thinking and Innovation	5 Days	English	Dubai	\$5,250
2	ML122E	Creative Thinking and Problem Solving	5 Days	English	Dubai	\$5,250
3	ML113E	Happiness and Prosperity	5 Days	English	Dubai	\$5,250
4	HR203E	Human Performance Technology	5 Days	English	Dubai	\$5,250
5	VIP-901	VIP Leadership Programme	5 Days	Arabic	Dubai	\$27,000
6	VIP-401	VIP Leadership Programme	5 Days	Arabic	Virtual	\$18,000
7	ML144E	Understanding Future Foresight	5 Days	English	Dubai	\$5,250
8	ML152E	Promoting Design Thinking	5 Days	English	Dubai	\$5,250
9	ML118E	Developing Your Emotional Intelligence	5 Days	English	Dubai	\$5,250
10	ML135E	SCAMPER Problem Solving Method	5 Days	English	Dubai	\$5,250
11	ML232E	Leading Change	5 Days	English	Dubai	\$5,250
12	ML164E	Developing a More Innovative Organisation	5 Days	English	Dubai	\$5,250
13	HS301E	Cyber Security Programme	5 Days	English	Dubai	\$5,250

* Fees per participant

JANUARY 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
1	HR204E	Performance Management for Maximum Results	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
2	HR102E	The Strategic People Manager	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
3	ML112E	Advanced Communication Skills	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
4	VIP-901	VIP Leadership Programme	5 Days	02-Jan-23	06-Jan-23	Arabic	Dubai	\$27,000
5	VIP-401	VIP Leadership Programme	5 Days	02-Jan-23	06-Jan-23	Arabic	Virtual	\$18,000
6	TD312E	Training Evaluation	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
7	ML113E	Happiness and Prosperity	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
8	ML114E	The Art of Stress & Anger Management	5 Days	02-Jan-23	06-Jan-23	English	Dubai	\$5,250
9	QM003E	Business Process Reengineering	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
10	TD204E	On-the-job training (OJT)	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
11	PM003E	Fundamentals of Project Management	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
12	CT710E	Master Trainer Programme (MTP)	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
13	PM201E	Project Management Professional (PMP)	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
14	HR209E	Training Competency Model	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
15	TD303E	Essential Facilitation Skills	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
16	ML115E	Strategic Thinking Skills	5 Days	09-Jan-23	13-Jan-23	English	Dubai	\$5,250
17	ML817E	Innovation and Creativity	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
18	HR020E	Performance Indicators	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
19	ML116E	Effective Conflict Management	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
20	ML117E	Advanced Strategic Planning	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
21	CS204E	Customer Satisfaction Kano Analysis	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
22	HR213E	Expanding your Global Perspective	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
23	HR237E	360 degree Feedback Assessment	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
24	ML118E	Developing Your Emotional Intelligence	5 Days	16-Jan-23	20-Jan-23	English	Dubai	\$5,250
25	QM303E	Total Quality Management	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
26	ML119E	Effective Delegation Skills	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
27	TD307E	Effective Presentation Skills	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
28	HR205E	Human Resources Management	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
29	ML120E	Complex Problem-Solving Skills	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
30	HR206E	Introduction to the Balanced Scorecard	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
31	ML121E	Coaching and Mentoring Skills for Managers	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
32	ML926E	Effective Negotiation Skills	5 Days	23-Jan-23	27-Jan-23	English	Dubai	\$5,250
33	MS212E	Leveraging Digital Technologies	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250
34	ML122E	Creative Thinking and Problem Solving	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250
35	ML214E	Essential Management Skills	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250
36	HR317E	Job Analysis	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250
37	ML862E	Change Management	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250
39	HR207E	Employees Engagement	5 Days	30-Jan-23	03-Feb-23	English	Dubai	\$5,250

FEBRUARY 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
40	ML124E	Design Thinking	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
41	ML125E	Powerful Negotiations	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
42	CT660E	Decision Making for Leaders	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
43	ML126E	Strong Communication Skills	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
44	AS205E	Effective Report-Writing	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
45	HR208E	Competency Frameworks and Models	5 Days	06-Feb-23	10-Feb-23	English	Dubai	\$5,250
46	VIP-901	VIP Leadership Programme	5 Days	06-Feb-23	10-Feb-23	Arabic	Dubai	\$27,000
47	VIP-401	VIP Leadership Programme	5 Days	06-Feb-23	10-Feb-23	Arabic	Virtual	\$18,000
48	ML127E	Driving Organisational Change	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
49	ML128E	High Impact Team Building for Managers	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
50	HR210E	Creating Great Job Descriptions	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
51	PM401E	Project Management Foundations	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
52	ML013E	NLP for Business Success	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
53	HR201E	Multiple Assessment Profile System (MAPS)	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
54	ML129E	Strategic Leadership and Management	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
55	ML130E	Setting Goals and Objectives	5 Days	13-Feb-23	17-Feb-23	English	Dubai	\$5,250
56	QM302E	Quality Management Systems	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
57	TD246E	Training Contents Design	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
58	ML131E	Mastering the Art of Effective Communication	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
59	MS009E	Creating Customer Value and Building Brands	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
60	ML825E	Creative Thinking and Decision Making	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
61	TD205E	Effective Training Management	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
62	ML132E	Strategies for Change Management	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
63	HR211E	Effective Talent Management	5 Days	20-Feb-23	24-Feb-23	English	Dubai	\$5,250
64	ML133E	Leading People and Teams	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
65	HR201E	Succession Planning	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
66	CT107E	Train the Trainers (TTP)	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
67	HR316E	Interviewing Skills	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
68	CT301E	MAPS Certification (English)	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
69	CS208E	Customer Satisfaction Surveys	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
70	CT204E	Associate NLP Practitioner Certification	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
71	ML232E	Leading Change	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250
	HS301E	Cyber Security Programme	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250

MARCH 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
72	ML427E	Effective Meeting Management	5 Days	06-Mar-23	10-Mar-23	English	Dubai	\$5,250
73	ML134E	Analytical Thinking and Innovation	5 Days	06-Mar-23	10-Mar-23	English	Dubai	\$5,250
74	ML431E	Employee Motivation	5 Days	06-Mar-23	10-Mar-23	English	Dubai	\$5,250
75	CS201E	Customer Service Excellence	5 Days	06-Mar-23	10-Mar-23	English	Dubai	\$5,250
76	ML135E	SCAMPER Problem Solving Method	5 Days	06-Mar-23	10-Mar-23	English	Dubai	\$5,250
77	VIP-901	VIP Leadership Programme	5 Days	06-Mar-23	10-Mar-23	Arabic	Dubai	\$27,000
78	VIP-401	VIP Leadership Programme	5 Days	06-Mar-23	10-Mar-23	Arabic	Virtual	\$18,000
79	HR212E	Competency-Based Interviewing Skills	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
80	ML137E	Effective Time Management	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
81	ML139E	Advanced Communication at Work using MAPS	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
82	ML140E	Effective Benchmarking	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
83	ML141E	Leadership & Management Skills	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
84	TD311E	Training Needs Analysis System (TNAS)	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
85	ML142E	Leading Through Coaching	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
86	QM214E	Creating Effective Policies & Procedures	5 Days	13-Mar-23	17-Mar-23	English	Dubai	\$5,250
87	QM143E	Understanding Organisational Structure	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
88	AS806E	Effective Business Writing	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
89	ML144E	Understanding Future Foresight	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
90	ML145E	Leading with Emotional Intelligence	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
91	ML146E	Effective Performance Appraisal	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
92	ML440E	Conflict management	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
93	QM215E	Fundamentals of Quality Management	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
94	HR214E	MAPS: Brain and Personality	5 Days	20-Mar-23	24-Mar-23	English	Dubai	\$5,250
95	ML811E	Stress Management	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
96	ML147E	Communicating with Confidence	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
97	ML148E	Becoming an Entrepreneurial Leader	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
98	ML959E	Leadership Development Program	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
99	ML149E	Building Effective Team	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
100	ML150E	Critical Thinking and Analysis	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
101	ML151E	Becoming a More Effective Negotiator	5 Days	27-Mar-23	31-Mar-23	English	Dubai	\$5,250
102	QM209E	Six Sigma Black Belt	10 Days	27-Mar-23	05-Apr-23	English	Dubai	\$11,750



**APRIL
2023**

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
103	HR310E	Concept of 360 degree Feedback	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
104	HR215E	Team Innovation Using SCAMPER	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
105	TD206E	Active Learning and Learning Strategies	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
106	CS209E	Building Strategic Advantage through Service Excellence	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
107	ML152E	Understanding and Promoting Design Thinking	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
108	ML153E	Decision Making Techniques	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
109	ML154E	Effective Management & Leadership Skills	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
110	HR216E	Effective Performance Measure	5 Days	03-Apr-23	07-Apr-23	English	Dubai	\$5,250
111	ML155E	Designing and Executing Growth Strategies	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
112	VIP-901	VIP Leadership Programme	5 Days	10-Apr-23	14-Apr-23	Arabic	Dubai	\$27,000
113	VIP-401	VIP Leadership Programme	5 Days	10-Apr-23	14-Apr-23	Arabic	Virtual	\$18,000
114	ML449E	Understanding Organisational Behaviour	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
115	HR217E	Implementing Balanced Scorecards	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
116	ML403E	Developing Assertiveness & Self-Confidence	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
117	ML157E	Practicing Strategic Thinking	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
118	ML158E	Understanding Emotional Intelligence	5 Days	10-Apr-23	14-Apr-23	English	Dubai	\$5,250
119	HR218E	HRM Recruitment and Interview	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
120	ML159E	Leadership Development Suite	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
121	HR219E	Performance Management for HR Professionals	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
122	ML160E	Driving Corporate Performance	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
123	ML161E	Leading an Accountable Organisation	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
124	HR101E	Key Performance Indicators (KPIs)	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
125	HR406E	Competency Based HR Management	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
126	QM207E	Process Management	5 Days	17-Apr-23	21-Apr-23	English	Dubai	\$5,250
127	ML162E	Effective Crisis Management	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
128	ML731E	Big Five Personality Assessment	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
129	QM203E	Six Sigma Green Belt	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
130	ML904E	Interpersonal Communication Skills	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
131	ML163E	Leading Teams and Managing Talent	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
132	QM202E	Six Sigma Champion	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
133	ML164E	Developing a More Innovative Organisation	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250
134	ML165E	Learning Personal Branding	5 Days	24-Apr-23	28-Apr-23	English	Dubai	\$5,250



#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
1	HR204E	Performance Management for Maximum Results	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
2	HR102E	The Strategic People Manager	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
3	ML112E	Advanced Communication Skills	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
4	TD313E	Training Implementation	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
5	HR203E	Human Performance Technology	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
6	TD312E	Training Evaluation	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
7	ML113E	Happiness and Prosperity	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
8	ML114E	The Art of Stress & Anger Management	5 Days	01-May-23	05-May-23	English	Dubai	\$5,250
9	QM003E	Business Process Reengineering	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
10	TD204E	On-the-job training (OJT)	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
11	VIP-901	VIP Leadership Programme	5 Days	08-May-23	12-May-23	Arabic	Dubai	\$27,000
12	VIP-401	VIP Leadership Programme	5 Days	08-May-23	12-May-23	Arabic	Virtual	\$18,000
13	PM201E	Project Management Professional (PMP)	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
14	HR209E	Training Competency Model	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
15	TD303E	Essential Facilitation Skills	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
16	ML115E	Strategic Thinking Skills	5 Days	08-May-23	12-May-23	English	Dubai	\$5,250
17	ML817E	Innovation and Creativity	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
18	HR020E	Performance Indicators	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
19	ML116E	Effective Conflict Management	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
20	ML117E	Advanced Strategic Planning	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
21	CS204E	Customer Satisfaction Kano Analysis	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
22	HR213E	Expanding your Global Perspective	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
23	HR237E	360 degree Feedback Assessment	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
24	ML118E	Developing Your Emotional Intelligence	5 Days	15-May-23	19-May-23	English	Dubai	\$5,250
25	QM303E	Total Quality Management	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
26	ML119E	Effective Delegation Skills	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
27	TD307E	Effective Presentation Skills	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
28	HR205E	Human Resources Management	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
29	ML120E	Complex Problem-Solving Skills	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
30	HR206E	Introduction to the Balanced Scorecard	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
31	ML121E	Coaching and Mentoring Skills for Managers	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250
32	ML926E	Effective Negotiation Skills	5 Days	22-May-23	26-May-23	English	Dubai	\$5,250



**JUNE
2023**

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
33	MS212E	Leveraging Digital Technologies	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
34	ML122E	Creative Thinking and Problem Solving	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
35	ML214E	Essential Management Skills	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
36	HR317E	Job Analysis	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
37	ML862E	Change Management	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
38	ML123E	Communication Foundations	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
39	HR207E	Employees Engagement	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
40	ML124E	Design Thinking	5 Days	29-May-23	02-Jun-23	English	Dubai	\$5,250
41	ML125E	Powerful Negotiations	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
42	CT660E	Decision Making for Leaders	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
43	ML126E	Strong Communication Skills	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
44	AS205E	Effective Report-Writing	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
45	HR208E	Competency Frameworks and Models	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
46	CT303E	Certified 360 degree Feedback Administrator	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
47	ML138E	Improving Your Listening Skills	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
48	ML127E	Driving Organisational Change	5 Days	05-Jun-23	09-Jun-23	English	Dubai	\$5,250
49	VIP-901	VIP Leadership Programme	5 Days	12-Jun-23	16-Jun-23	Arabic	Dubai	\$27,000
50	VIP-401	VIP Leadership Programme	5 Days	12-Jun-23	16-Jun-23	Arabic	Virtual	\$18,000
51	PM401E	Project Management Foundations	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
52	ML013E	NLP for Business Success	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
53	HR201E	Multiple Assessment Profile System (MAPS)	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
54	ML129E	Strategic Leadership and Management	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
55	ML130E	Setting Goals and Objectives	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
56	QM302E	Quality Management Systems	5 Days	12-Jun-23	16-Jun-23	English	Dubai	\$5,250
57	TD246E	Training Contents Design	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
58	ML131E	Mastering the Art of Effective Communication	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
59	MS009E	Creating Customer Value and Building Brands	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
60	ML825E	Creative Thinking and Decision Making	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
61	TD205E	Effective Training Management	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
62	ML132E	Strategies for Change Management	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
63	HR211E	Effective Talent Management	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
64	ML133E	Leading People and Teams	5 Days	19-Jun-23	23-Jun-23	English	Dubai	\$5,250
65	HR201E	Succession Planning	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250
66	CT107E	Train the Trainers (TTP)	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250
67	HR316E	Interviewing Skills	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250
69	CS208E	Customer Satisfaction Surveys	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250
71	ML232E	Leading Change	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250
72	ML427E	Effective Meeting Management	5 Days	26-Jun-23	30-Jun-23	English	Dubai	\$5,250



**JULY
2023**

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
73	ML134E	Analytical Thinking and Innovation	5 Days	03-Jul-23	07-Jul-23	English	Dubai	\$5,250
74	ML431E	Employee Motivation	5 Days	03-Jul-23	07-Jul-23	English	Dubai	\$5,250
75	CS201E	Customer Service Excellence	5 Days	03-Jul-23	07-Jul-23	English	Dubai	\$5,250
76	ML135E	SCAMPER Problem Solving Method	5 Days	03-Jul-23	07-Jul-23	English	Dubai	\$5,250
77	VIP-901	VIP Leadership Programme	5 Days	03-Jul-23	07-Jul-23	Arabic	Dubai	\$27,000
78	VIP-401	VIP Leadership Programme	5 Days	03-Jul-23	07-Jul-23	Arabic	Virtual	\$18,000
79	HR212E	Competency-Based Interviewing Skills	5 Days	03-Jul-23	07-Jul-23	English	Dubai	\$5,250
80	ML137E	Effective Time Management	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
81	ML139E	Advanced Communication at Work using MAPS	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
82	ML140E	Effective Benchmarking	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
83	ML141E	Leadership & Management Skills	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
84	TD311E	Training Needs Analysis System (TNAS)	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
85	ML142E	Leading Through Coaching	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
86	QM214E	Creating Effective Policies & Procedures	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
87	QM143E	Understanding Organisational Structure	5 Days	10-Jul-23	14-Jul-23	English	Dubai	\$5,250
88	AS806E	Effective Business Writing	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
89	ML144E	Understanding Future Foresight	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
90	ML145E	Leading with Emotional Intelligence	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
91	ML146E	Effective Performance Appraisal	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
92	ML440E	Conflict management	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
93	QM215E	Fundamentals of Quality Management	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
94	HR214E	MAPS: Brain and Personality	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
95	ML811E	Stress Management	5 Days	17-Jul-23	21-Jul-23	English	Dubai	\$5,250
96	ML147E	Communicating with Confidence	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
97	ML148E	Becoming an Entrepreneurial Leader	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
98	ML959E	Leadership Development Program	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
99	ML149E	Building Effective Team	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
100	ML150E	Critical Thinking and Analysis	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
101	ML151E	Becoming a More Effective Negotiator	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
102	QM209E	Six Sigma Black Belt	10 Days	24-Jul-23	02-Aug-23	English	Dubai	\$11,750
103	HR310E	Concept of 360 degree Feedback	5 Days	24-Jul-23	28-Jul-23	English	Dubai	\$5,250
104	HR215E	Team Innovation Using SCAMPER	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
105	TD206E	Active Learning and Learning Strategies	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
106	CS209E	Building Strategic Service Excellence	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
107	ML152E	Understanding and Promoting Design Thinking	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
108	ML153E	Decision Making Techniques	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
109	ML154E	Effective Management & Leadership Skills	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250
110	HR216E	Effective Performance Measure	5 Days	31-Jul-23	04-Aug-23	English	Dubai	\$5,250

AUGUST 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
112	ML985E	Effective Team Work	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
113	ML156E	The Management Supervisor	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
114	ML449E	Understanding Organisational Behaviour	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
115	HR217E	Implementing Balanced Scorecards	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
116	ML403E	Developing Assertiveness & Self-Confidence	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
117	ML157E	Practicing Strategic Thinking	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
118	ML158E	Understanding Emotional Intelligence	5 Days	07-Aug-23	11-Aug-23	English	Dubai	\$5,250
119	VIP-901	VIP Leadership Programme	5 Days	07-Aug-23	11-Aug-23	Arabic	Dubai	\$27,000
120	VIP-401	VIP Leadership Programme	5 Days	14-Aug-23	18-Aug-23	Arabic	Virtual	\$18,000
121	HR219E	Performance Management for HR Professionals	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
122	ML160E	Driving Corporate Performance	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
123	ML161E	Leading an Accountable Organisation	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
124	HR101E	Key Performance Indicators (KPIs)	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
125	HR406E	Competency Based Human Resource Management	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
126	QM207E	Process Management	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
127	ML162E	Effective Crisis Management	5 Days	14-Aug-23	18-Aug-23	English	Dubai	\$5,250
128	ML731E	Big Five Personality Assessment	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
129	QM203E	Six Sigma Green Belt	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
130	ML904E	Interpersonal Communication Skills	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
131	ML163E	Leading Teams and Managing Talent	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
132	QM202E	Six Sigma Champion	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
133	ML164E	Developing a More Innovative Organisation	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
134	ML165E	Learning Personal Branding	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
1	HR204E	Performance Management for Maximum Results	5 Days	21-Aug-23	25-Aug-23	English	Dubai	\$5,250
2	HR102E	The Strategic People Manager	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
4	TD313E	Training Implementation	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
5	HR203E	Human Performance Technology	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
6	TD312E	Training Evaluation	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
7	ML113E	Happiness and Prosperity	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
8	ML114E	The Art of Stress & Anger Management	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
9	QM003E	Business Process Reengineering	5 Days	28-Aug-23	01-Sep-23	English	Dubai	\$5,250
10	TD204E	On-the-job training (OJT)	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
	HS301E	Cyber Security Programme	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250



#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
10	TD204E	On-the-job training (OJT)	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
11	PM003E	Fundamentals of Project Management	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
12	CT710E	Master Trainer Programme (MTP)	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
13	PM201E	Project Management Professional (PMP)	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
14	HR209E	Training Competency Model	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
15	TD303E	Essential Facilitation Skills	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
16	ML115E	Strategic Thinking Skills	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
17	ML817E	Innovation and Creativity	5 Days	04-Sep-23	08-Sep-23	English	Dubai	\$5,250
18	VIP-901	VIP Leadership Programme	5 Days	04-Sep-23	08-Sep-23	Arabic	Dubai	\$27,000
19	VIP-401	VIP Leadership Programme	5 Days	11-Sep-23	15-Sep-23	Arabic	Virtual	\$18,000
20	ML117E	Advanced Strategic Planning	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
21	CS204E	Customer Satisfaction Kano Analysis	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
22	HR213E	Expanding your Global Perspective	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
23	HR237E	360 degree Feedback Assessment	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
24	ML118E	Developing Your Emotional Intelligence	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
25	QM303E	Total Quality Management	5 Days	11-Sep-23	15-Sep-23	English	Dubai	\$5,250
26	ML119E	Effective Delegation Skills	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
27	TD307E	Effective Presentation Skills	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
28	HR205E	Human Resources Management	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
29	ML120E	Complex Problem-Solving Skills	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
30	HR206E	Introduction to the Balanced Scorecard	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
31	ML121E	Coaching and Mentoring Skills for Managers	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
32	ML926E	Effective Negotiation Skills	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
33	MS212E	Leveraging Digital Technologies	5 Days	18-Sep-23	22-Sep-23	English	Dubai	\$5,250
34	ML122E	Creative Thinking and Problem Solving	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
35	ML214E	Essential Management Skills	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
36	HR317E	Job Analysis	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
37	ML862E	Change Management	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
38	ML123E	Communication Foundations	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
39	HR207E	Employees Engagement	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
40	ML124E	Design Thinking	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250
41	ML125E	Powerful Negotiations	5 Days	25-Sep-23	29-Sep-23	English	Dubai	\$5,250

OCTOBER 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
42	CT660E	Decision Making for Leaders	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
43	ML126E	Strong Communication Skills	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
44	AS205E	Effective Report-Writing	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
45	HR208E	Competency Frameworks and Models	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
46	CT303E	Certified 360 degree Feedback Administrator	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
47	ML138E	Improving Your Listening Skills	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
48	ML127E	Driving Organisational Change	5 Days	01-Oct-23	05-Oct-23	English	Dubai	\$5,250
49	VIP-901	VIP Leadership Programme	5 Days	01-Oct-23	05-Oct-23	Arabic	Dubai	\$27,000
50	VIP-401	VIP Leadership Programme	5 Days	09-Oct-23	13-Oct-23	Arabic	Virtual	\$18,000
51	PM401E	Project Management Foundations	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
52	ML013E	NLP for Business Success	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
53	HR201E	Multiple Assessment Profile System (MAPS)	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
54	ML129E	Strategic Leadership and Management	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
55	ML130E	Setting Goals and Objectives	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
56	QM302E	Quality Management Systems	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
57	TD246E	Training Contents Design	5 Days	09-Oct-23	13-Oct-23	English	Dubai	\$5,250
58	ML131E	Mastering the Art of Effective Communication	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
59	MS009E	Creating Customer Value and Building Brands	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
60	ML825E	Creative Thinking and Decision Making	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
61	TD205E	Effective Training Management	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
62	ML132E	Strategies for Change Management	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
63	HR211E	Effective Talent Management	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
64	ML133E	Leading People and Teams	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
65	HR201E	Succession Planning	5 Days	16-Oct-23	20-Oct-23	English	Dubai	\$5,250
66	CT107E	Train the Trainers (TTP)	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
67	HR316E	Interviewing Skills	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
68	CT301E	MAPS Certification (English)	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
69	CS208E	Customer Satisfaction Surveys	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
70	CT204E	Associate NLP Practitioner Certification	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
71	ML232E	Leading Change	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
72	ML427E	Effective Meeting Management	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
73	ML134E	Analytical Thinking and Innovation	5 Days	23-Oct-23	27-Oct-23	English	Dubai	\$5,250
74	ML431E	Employee Motivation	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
75	CS201E	Customer Service Excellence	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
76	ML135E	SCAMPER Problem Solving Method	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
77	ML136E	Organisational Performance Analysis (OPAM)	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
78	CT831E	Behaviour Dimensions (DISC) Programme	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
79	HR212E	Competency-Based Interviewing Skills	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250
80	ML137E	Effective Time Management	5 Days	30-Oct-23	03-Nov-23	English	Dubai	\$5,250

NOVEMBER 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
81	ML139E	Advanced Communication at Work using MAPS	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
82	ML140E	Effective Benchmarking	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
83	ML141E	Leadership & Management Skills	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
84	TD311E	Training Needs Analysis System (TNAS)	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
85	ML142E	Leading Through Coaching	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
86	QM214E	Creating Effective Policies & Procedures	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
87	QM143E	Understanding Organisational Structure	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
88	AS806E	Effective Business Writing	5 Days	06-Nov-23	10-Nov-23	English	Dubai	\$5,250
89	ML144E	Understanding Future Foresight	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
90	ML145E	Leading with Emotional Intelligence	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
91	ML146E	Effective Performance Appraisal	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
92	ML440E	Conflict management	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
93	VIP-901	VIP Leadership Programme	5 Days	13-Nov-23	17-Nov-23	Arabic	Dubai	\$27,000
94	VIP-401	VIP Leadership Programme	5 Days	13-Nov-23	17-Nov-23	Arabic	Virtual	\$18,000
95	ML811E	Stress Management	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
96	ML147E	Communicating with Confidence	5 Days	13-Nov-23	17-Nov-23	English	Dubai	\$5,250
97	ML148E	Becoming an Entrepreneurial Leader	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
98	ML959E	Leadership Development Program	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
99	ML149E	Building Effective Team	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
100	ML150E	Critical Thinking and Analysis	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
101	ML151E	Becoming a More Effective Negotiator	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
102	QM209E	Six Sigma Black Belt	10 Days	20-Nov-23	29-Nov-23	English	Dubai	\$11,750
103	HR310E	Concept of 360 degree Feedback	5 Days	20-Nov-23	24-Nov-23	English	Dubai	\$5,250
104	HR215E	Team Innovation Using SCAMPER	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
105	TD206E	Active Learning and Learning Strategies	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
106	CS209E	Building Strategic Service Excellence	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
107	ML152E	Understanding and Promoting Design Thinking	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
108	ML153E	Decision Making Techniques	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
109	ML154E	Effective Management & Leadership Skills	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
110	HR216E	Effective Performance Measure	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
111	ML155E	Designing and Executing Growth Strategies	5 Days	27-Nov-23	01-Dec-23	English	Dubai	\$5,250
	HS301E	Cyber Security Programme	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250

DECEMBER 2023

#	ID	Title	Duration	Start Date	End Date	Language	Location	Fees
112	ML985E	Effective Team Work	5 Days	04-Dec-23	08-Dec-23	English	Dubai	\$5,250
113	ML156E	The Management Supervisor	5 Days	04-Dec-23	08-Dec-23	English	Dubai	\$5,250
114	ML449E	Understanding Organisational Behaviour	5 Days	04-Dec-23	08-Dec-23	English	Dubai	\$5,250
115	HR217E	Implementing Balanced Scorecards	5 Days	04-Dec-23	08-Dec-23	English	Dubai	\$5,250
116	ML403E	Developing Assertiveness & Self-Confidence	5 Days	04-Dec-23	08-Dec-23	English	Dubai	\$5,250
117	ML157E	Practicing Strategic Thinking	5 Days	11-Dec-23	15-Dec-23	English	Dubai	\$5,250
118	ML158E	Understanding Emotional Intelligence	5 Days	11-Dec-23	15-Dec-23	English	Dubai	\$5,250
119	HR218E	HRM Recruitment and Interview	5 Days	11-Dec-23	15-Dec-23	English	Dubai	\$5,250
120	ML159E	Leadership Development Suite	5 Days	11-Dec-23	15-Dec-23	English	Dubai	\$5,250
121	HR219E	Performance Management for HR Professionals	5 Days	11-Dec-23	15-Dec-23	English	Dubai	\$5,250
122	VIP-901	VIP Leadership Programme	5 Days	11-Dec-23	15-Dec-23	Arabic	Dubai	\$27,000
123	VIP-401	VIP Leadership Programme	5 Days	18-Dec-23	22-Dec-23	Arabic	Virtual	\$18,000
124	HR101E	Key Performance Indicators (KPIs)	5 Days	18-Dec-23	22-Dec-23	English	Dubai	\$5,250
125	HR406E	Competency Based Human Resource Management	5 Days	18-Dec-23	22-Dec-23	English	Dubai	\$5,250
126	QM207E	Process Management	5 Days	18-Dec-23	22-Dec-23	English	Dubai	\$5,250
127	ML162E	Effective Crisis Management	5 Days	18-Dec-23	22-Dec-23	English	Dubai	\$5,250
128	ML731E	Big Five Personality Assessment	5 Days	18-Dec-23	22-Dec-23	English	Dubai	\$5,250
129	QM203E	Six Sigma Green Belt	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
130	ML904E	Interpersonal Communication Skills	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
131	ML163E	Leading Teams and Managing Talent	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
132	QM202E	Six Sigma Champion	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
133	ML164E	Developing a More Innovative Organisation	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
134	ML165E	Learning Personal Branding	5 Days	25-Dec-23	29-Dec-23	English	Dubai	\$5,250
135	HS301E	Cyber Security Programme	5 Days	27-Feb-23	03-Mar-23	English	Dubai	\$5,250

PCI Public Course Schedule 2023

PUBLIC COURSE SCHEDULE (DUBAI) 2023

	ID	Course Title	Date	Days	Accreditation	Price
1	PCI003	Agile Project Management & Leadership	16 – 20 Jan 2023	5 Days		AED 4,495.00
2	PCI009	High Impact Leadership & Strategic Management	06 – 10 Feb 2023	5 Days		AED 4,495.00
3	PCI002	Adaptable Leadership For Team and Business Success	20 – 24 Feb 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
4	PCI010	Leading Creativity & Innovation	15 – 17 Mar 2023	3 Days		AED 2,750.00
5	PCI005	Emotional Intelligence EQ Leadership	01 – 05 May 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
6	PCI013	Planning, Organizing and Time Management	24 – 26 May 2023	3 Days		AED 2,750.00
7	PCI011	Masterclass in Exceptional Communication	05 – 09 Jun 2023	5 Days		AED 4,495.00
8	PCI007	Exceptional Customer Service	12 – 13 Jul 2023	2 Days		AED 1,850.00
9	PCI006	Enhancing and Exceeding Operational Performance and Productivity	24 – 28 Jul 2023	5 Days		AED 4,495.00
10	PCI016	Train The Trainer	01 – 04 Aug 2023	4 Days	ILM Recognised (City & Guilds)	AED 6,495.00
11	PCI015	Stress Management & Mindfulness	11-Aug-23	1 Day		AED 950.00
12	PCI004	Building & Developing an Exceptional Team	21 – 25 Aug 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
13	PCI008	Fundamentals of Project Management	13 – 15 Sep 2023	3 Days		AED 2,750.00
14	PCI012	Personal Effectiveness, Persuasiveness and Influencing Skills	02 – 06 Oct 2023	5 Days		AED 4,495.00
15	PCI014	Public Speaking and Presentation Skills	09 – 12 Oct 2023	4 Days		AED 3,750.00
16	PCI003	Agile Project Management & Leadership	06 – 10 Nov 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00

PUBLIC COURSE SCHEDULE (ABU DHABI) 2023

		Course Title	Date	Days	Accreditation	Price
1	PCI010	Leading Creativity & Innovation	11 – 13 Jan 2023	3 Days		AED 2,750.00
2	PCI016	Train the Trainer	14 – 17 Feb 2023	4 Days	ILM Recognised (City & Guilds)	AED 6,495.00
3	PCI015	Stress Management & Mindfulness	03-Mar-23	1 Day		AED 950.00
4	PCI011	Masterclass in Exceptional Communication	06 – 10 Mar 2023	5 Days		AED 4,495.00
5	PCI004	Building & Developing an Exceptional Team	20 – 24 Mar 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
6	PCI007	Exceptional Customer Service	10 – 11 May 2023	2 Days		AED 1,850.00
7	PCI003	Agile Project Management & Leadership	15 – 19 May 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
8	PCI002	Adaptable Leadership For Team and Business Success	12 – 16 Jun 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
9	PCI013	Planning, Organizing and Time Management	21 – 23 Jun 2023	3 Days		AED 2,750.00
10	PCI008	Fundamentals of Project Management	19 – 21 Jul 2023	3 Days		AED 2,750.00
11	PCI014	Public Speaking and Presentation Skills	07 – 10 Aug 2023	4 Days		AED 3,750.00
12	PCI005	Emotional Intelligence EQ Leadership	14 – 18 Aug 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
13	PCI009	High Impact Leadership and Strategic Management	04 – 08 Sep 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
14	PCI006	Enhancing and Exceeding Operational Performance and Productivity	23 – 27 Oct 2023	5 Days		AED 4,495.00
15	PCI001	21st Century Revolutionary Leadership	13 – 17 Nov 2023	5 Days	ILM Recognised (City & Guilds)	AED 6,495.00
16	PCI012	Personal Effectiveness, Persuasiveness and Influencing Skills	11 – 15 Dec 2023	5 Days		AED 4,495.00

(RFP) Request For Proposal

Requirements

<input type="checkbox"/>	Competency Model	<input type="checkbox"/>	Programme Design
<input type="checkbox"/>	Performance Analysis	<input type="checkbox"/>	Standard Training
<input type="checkbox"/>	Training Needs Analysis	<input type="checkbox"/>	Others

Course Details

Course Title		Course ID	
Number of Participants		Duration	
Language		Date	
Location		Notes	

Consulting Service

Brief description of the requirements	
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Contact Information

Name		Telephone	
Position		Mobile	
Company		Email	

List of Courses Available for Corporate In-House Training

برامج ودورات للتدريب الداخلي

يسر مؤسسة ألفا للتدريب أن تقدم خدماتها في التدريب في مجالات الإدارة والقيادة وتطوير الأفراد والمؤسسات. جميع هذه الدورات متوفرة باللغتين العربية والإنكليزية ويقدمها مدربون محترفون. كما أن كثيرا من هذه البرامج التدريبية معززة بمقاييس واستبانات لتقييم أداء الأفراد والمؤسسات. كذلك يمكننا تصميم وتطوير برامج ودورات تدريبية حسب الطلب، وتقديمها في الزمان والمكان المطلوبين.

يرجى الاتصال بنا إذا لم تجد البرنامج أو الدورة المطلوبة في القائمة أعلاه، حيث يسرنا مناقشة متطلباتكم لتصميم وتطوير البرنامج المناسب لكم.

Courses for In-House Training

Alpha Training offers expertise in the design and development and delivery of wide range of management, leadership, and professional training courses. Our Instructor-led courses are designed to support organisational goals and presented by our skilled and dynamic instructors. We have a range of standard courses available, all of which can be tailored to suit your individual needs. All courses can be easily adapted to fit your own requirements.

If you do not find the course you need in the above list, please enquire as we will be happy to discuss your special requirements to design the most suitable programme for you.

Category	ID	الفئة
Administration & Secretarial	AS	الإدارة والسكرتارية
Certified Training	CT	الدورات التأهيلية
Contract and Tenders Management	TM	إدارة العقود والمناقصات
Customer Service	CS	خدمات العملاء
Finance & Accounting	FA	المالية والمحاسبة
Health, Safety and Environment (HSE)	HS	الصحة والسلامة والبيئة
Human Resources Management	HR	إدارة الموارد البشرية
Inventory & Materials Management	VM	إدارة المخازن
Maintenance Management	MM	إدارة الصيانة
Management & Leadership	ML	الإدارة والقيادة
Marketing and Sales	MS	التسويق والمبيعات
Project Management	PM	إدارة المشاريع
Purchasing Management	PA	إدارة المشتريات
Quality Management	QM	إدارة الجودة
Security Management	SM	إدارة الأمن
Training & Development	TD	التدريب والتطوير

	Course Title	Course ID	Days	عنوان الدورة
	Administration & Secretarial			إدارة المكاتب والسكرتارية
1	Administrative Support	AS801	5	إدارة المكاتب
2	Administrative Development and Institute Building	AS410	4	التطوير الإداري والبناء المؤسسي
3	Advanced Writing Skills	AS813	5	مهارات الكتابة للأعمال
4	Business Ethics for the Office	AS803	5	أخلاقيات العمل في المكاتب
5	Advanced Office Management	AS201	5	الإدارة المتقدمة للمكاتب
6	Business Etiquette	AS804	5	الإتيكيت وقواعد التشريرات
7	Business Writing	AS806	5	المراسلات للأعمال
8	Office Management and Secretarial	AS802	5	إدارة السكرتاريا والمكاتب
9	Proposal Writing	AS808	5	كتابة العروض
10	Report Writing	AS809	5	كتابة التقارير
11	Skills for the Administrative Assistant	AS810	5	مهارات مساعد مدير المكتب
12	The Minute Taker's Workshop	AS811	5	تسجيل محاضر الجلسات
13	Technical Writing for Admin / PA & Secretaries	AS814	4	مهارات الكتابة الإدارية / إعداد وكتابة التقارير
14	Writing Reports and Proposals	AS812	5	كتابة التقارير والعروض
	Customer Service			خدمة الزبائن والعملاء
15	Advanced Customer Services	CS001	3	أنظمة تحسين الخدمات المقدمة "متقدم في خدمة العملاء"
16	Customer Relationship Management	CS201	5	إدارة علاقات العملاء
17	Customer Service and Communication Skills	CS207	3	مهارات التعامل مع الآخرين وخدمة العملاء
18	Managing Customer Service	CS203	5	إدارة خدمة العملاء
19	How to Achieve Best Customer Service	CS206	3	كيف تحقق أفضل رعاية بالزبائن
20	Public Relation	CS205	3	العلاقات العامة
	Finance & Accounting			المالية والمحاسبة
21	Accounting and Finance for Non-finance staff	FA268	5	المالية والمحاسبة لغير المحاسبين
22	Principles of Financial Analysis	FA273	5	مبادئ التحليل المالي
23	Accounting and Budgeting Skills	FA274	5	مهارات المحاسبة والميزانية
24	Internal Audit	FA277	5	المدقق الداخلي
25	Accounting and Bookkeeping	FA240	5	المحاسبة المخزنية ومسك دفاتر المستودعات
26	Accounts for Holding Companies	FA266	5	محاسبة الشركات القابضة والتابعة
27	Advance Financial Analysis Using Computer	FA231	5	التحليل المالي المتقدم باستخدام الحاسوب
28	Advanced Accounting and Financial Reports	FA235	5	التسويات الجردية وإعداد القوائم المالية
29	Budgets and Financial Reports	FA220	5	الميزانية والتقارير المالية
30	Budgets and Managing Money	FA221	5	الميزانية والإدارة المالية
31	Cost Analysis to Support Competition Strategy	FA267	5	محاسبة التكاليف لدعم إستراتيجية المنافسة
32	Cost Management for Purchasing	FA237	5	إدارة التكاليف للوجستية للتخزين والشراء
33	Costing in Industrial Managerial Decisions	FA262	5	تكاليف الأنشطة لترشيد القرارات الإدارية
34	Decision Analysis for Investment and Financing	FA256	5	تحليل كفاءة قرارات الاستثمار والتمويل
35	Early Warning for Financial Crises	FA258	5	الإنذار المبكر للأزمات المالية
36	Effective Management for International Investment	FA250	5	الإدارة الفعالة للاستثمارات المحلية والدولية
37	Feasibility Studies and Project Evaluation	FA251	5	دراسة الجدوى المالية وتقييم المشروعات
38	Financial and Account Application Using Computer	FA232	5	التطبيقات المحاسبية والمالية باستخدام الحاسوب
39	Financial Data for Managers	FA238	5	المعلوماتية المالية للتأهيل الإداري
40	Financial Planning, Financial Report and Forecasting	FA255	5	التخطيط المالي وإعداد القوائم المالية والمتوقعة
41	Financial Skills for Engineers	FA239	5	المهارات المالية للمهندسين
42	Internal and External Auditing According to CPA	FA261	5	المراجعة والرقابة الداخلية
43	Internal Auditing According to AICPA	FA265	5	نظام الرقابة الداخلية طبقاً لمواصفات AICPA
44	Investment Risk Analysis	FA252	5	تحليل فرص ومخاطر الاستثمار
45	Modern Method in Planning and Monitoring Cost	FA264	5	الطرق والأساليب الحديثة لرقابة التكاليف
46	New Financial Analysis Tools Using Computer	FA253	5	التحليل المالي باستخدام الحاسب الآلي
47	New Techniques for Account Analysis	FA263	5	التحليل المحاسبي باستخدام الحاسب الآلي

	Course Title	Course ID	Days	عنوان الدورة
48	New Trends in Investment	FA254	5	الاتجاهات الحديثة في الاستثمار
49	New Trends in Purchase Management and Import	FA236	5	إدارة المشتريات والاستيراد
50	Practical Bookkeeping and Accounting Skills	FA234	5	مسك الحسابات واكتساب الخبرة العملية
51	Pricing Shares in Stock Market	FA260	5	مهارات تسعير أسهم الشركات المساهمة
52	Inventory Management Using Computer	FA233	5	إدارة أنظمة المشتريات باستخدام الحاسوب
53	Risk Analysis in Credit Management	FA259	5	إدارة المخاطر الائتمانية
54	Skills for Reading and Interpreting the Stock Market Reports	FA257	5	مهارات قراءة وتفسير التقرير اليومي للبورصة
	Human Resources Management			الموارد البشرية
55	360 Degree Evaluation System	HR237	5	النظام الحديث لتقييم أداء العاملين 360 درجة
56	360 Feedback	HR310	5	التقييم الدائري 360 درجة
57	Competencies, Theory and Application	HR235	5	الجدارات في التطوير الوظيفي
58	Conflict Management in Workplace	HR221	5	إدارة النزاعات في العمل
59	Developing Skills for HR Manager Using DACUM	HR232	5	تطوير مهارات الموارد البشرية بألية DACUM
60	Modern Method in Training and Development	HR228	5	الأساليب الحديثة في التدريب: التدريب المبني على القدرات
61	Behavioural Interviewing Techniques	HR311	5	أساليب المقابلات
62	How to Motivate your Workforce	HR222	5	كيف تبني الدافعية لدى العاملين
63	HR as a Strategic Partner	HR236	5	الموارد البشرية كشريك استراتيجي بالمؤسسة
64	HR Management	HR220	5	إدارة وتطوير الأداء البشري
65	HR Planning	HR224	5	تخطيط الموارد البشرية
66	HRD and Human Capital	HR227	5	إدارة رأس المال البشري
67	HRD Management	HR240	5	إدارة وتطوير الموارد البشرية
68	HRM - Recruitment	HR312	5	إدارة الموارد البشرية – التوظيف
69	Human Resource Management	HR313	5	إدارة الموارد البشرية
70	HR for the Non-HR Manager	HR315	5	إدارة الموارد البشرية لغير موظفي الموارد
71	Interviewing Skills	HR316	5	مهارات إجراء المقابلات
72	Job Analysis	HR317	5	التحليل الوظيفي
73	Management of Cultural Diversity	HR231	5	عولمة الوظائف وإدارة التنوع الثقافي
74	Job Specification and Organizational Structure	HR233	5	توصيف الوظائف وإعداد الهياكل التنظيمية
75	Management and Development of Employees	HR226	5	إدارة وتطوير خدمات العاملين
76	How to Evaluate and Develop HRM	HR223	5	تقييم وتطوير أداء إدارات الموارد البشرية
77	Motivation Methods and Techniques	HR234	5	الأدوات والأساليب الحديثة لتحفيز العاملين
78	Performance Appraisal	HR318	5	تقييم أداء الموظفين
79	Performance Based Management Training	HR230	5	التدريب الإداري الموجه بالأداء
80	Performance Management	HR241	5	إدارة الأداء
81	Recruitment, Selection and Interview Skills	HR242	5	مهارات الاختيار والتعيين والمقابلات
82	Job Satisfaction and Employees Loyalty	HR225	5	أساليب تحسين الرضا الوظيفي
	Management and Leadership			الإدارة والقيادة
83	21 st Century Management Skills	ML240	5	المهارات الإدارية للقرن الواحد والعشرين
84	Advanced Decision Making (ADM)	ML281	3	صنع القرارات المتقدمة (القرار الآلي)
85	Excellence in Management & Leadership	ML304	5	الإبداع والتميز في الإدارة والقيادة
86	Advanced Leadership Skills	ML222	5	المهارات القيادية المتقدمة
87	Anger Management	ML401	5	إدارة الغضب
88	Assertiveness and Self Confidence	ML403	5	الجزم والثقة بالنفس
89	Attitude Modification and Behavioural skills	ML233	5	مهارات تغيير السلوك والتوجهات
90	Building Self Esteem and Assertiveness Skills	ML404	5	بناء مهارات تقدير الذات
91	Change Leader	ML406	5	قيادة التغيير
92	Change Management	ML815	5	إدارة التغيير الفعال
93	Change and How to Deal with It	ML409	5	كيف نتعامل مع التغيير؟
94	Coaching and Mentoring	ML410	5	التدريب الشخصي والإرشاد
95	Communication Skills	ML300	5	مهارات الاتصال

	Course Title	Course ID	Days	عنوان الدورة
96	Communication Strategies	ML412	5	استراتيجيات التواصل
97	Competencies and the Organization	ML413	5	الجدارة في المؤسسات
98	Conflict Management	ML806	5	إدارة النزاعات داخل العمل
99	Conflict Resolution	ML415	5	إدارة الصراعات
100	Conflict Resolution: Dealing with Difficult People	ML416	5	إدارة الصراع: التعامل مع الصعبيين
101	Creative Problem Solving	ML420	5	الإبداع في حل المشكلات
102	Creative Thinking	ML305	5	التفكير الإبداعي
103	Creative Thinking and Decision Making	ML825	5	التفكير الإبداعي وصناعة قرارات الإدارة العليا
104	Creativity and Innovation	ML817	5	الإبداع والتجديد في العمل
105	Crisis Management	ML421	5	إدارة الأزمات
106	Decision Making	ML280	5	صنع القرارات
107	Decision Making for leaders	ML426	3	دورة إدارة صنع القرار للقادة
108	Delegation and Empowering for Succession	ML840	5	التفويض والتمكين لبناء الصف التالي
109	Delegation: The Art of Delegating Effectively	ML424	5	مهارات التفويض الفعال
110	Developing Competitive Capabilities	ML838	5	تحسين القدرة التنافسية للمؤسسات
111	Developing Employee's Loyalty	ML814	5	تنمية الولاء للعاملين داخل العمل
112	Developing Feasibility Studies	ML109	5	إعداد دراسة الجدوى الاقتصادية
113	Developing Future Leadership	ML822	5	قيادة الأداء العالي في مواجهة المستقبل
114	Developing Mind Power	ML251	5	تطوير القدرات العقلية
115	Developing Presentation Skills	ML810	5	تنمية مهارات العرض والتقديم والاتصال
116	Celebrating Diversity in the Workplace	ML425	5	الترحيب بالتنوع في مكان العمل
117	Effective Media Skills for Leadership	ML845	5	المهارات الإعلامية المؤثرة للقيادة العليا
118	Effective Meetings	ML427	5	الاجتماعات الفعالة
119	Effective Planning for Career Development	ML110	5	التخطيط الفعال للمسار الوظيفي
120	Effective Presentation Skills	ML428	5	مهارات العرض الفعال
121	Effective Supervisory skills	ML244	5	مهارات الإشراف الفعال
122	Effective Team Working	ML429	5	بناء الفريق الفعال
123	Effective Teambuilding	ML104	5	بناء فرق العمل الفعالة
124	Emotional Intelligence	ML232	5	الذكاء العاطفي
125	Employee Dispute Resolution	ML430	5	فن النزاعات بين العاملين
126	Employee Motivation	ML431	5	تحفيز العاملين
127	Etiquette and Communication with your Boss	ML801	5	فن الإتيكيت والتعامل مع المسؤولين
128	From Planning to Follow Up	ML105	5	من التخطيط إلى المتابعة
129	HBDI Administration	ML220	2	دورة إدارة مقياس هيرمان
130	HBDI Certification	ML220	2	تأهيل المتدربين في مقياس هيرمان
131	Herrmann Thinking Styles	ML220	2	بوصلة التفكير (مقياس هيرمان)
132	How to Manage your Investment Project	ML107	5	كيف تؤسس وتدير مشروعك الاستثماري
133	How to Motivate Others	ML812	5	كيف تحفز الآخرين
134	Individuals and Organizational Values	ML820	5	محددات قيم الشخصية الإدارية وقيم المؤسسات
135	Integrated Skills for Advance Office Manager	ML826	5	المهارات المتكاملة لمديري مكاتب الإدارة العليا
136	Interpersonal Skills	ML432	5	مهارات التعامل مع الآخرين
137	Job Search Skills	ML434	5	مهارات البحث عن الوظائف
138	Knowledge Management	ML805	5	أساسيات إدارة المعرفة
139	Advanced Knowledge Management	ML435	5	إدارة المعرفة
140	Leadership & Delegation	ML436	5	القيادة والتفويض
141	Leadership and Influence	ML437	5	القيادة والتأثير في الآخرين
142	Leadership and the International Change	ML843	5	القيادة الإدارية في المتغيرات العالمية الحديثة
143	Leadership Skills for Change Management	ML824	5	قيادة التغيير وصياغة استراتيجيات المستقبل
144	Leadership Skills for NGO	ML835	5	تنمية المهارات القيادية لمديري الأعمال
145	Leadership Skills for Organizational Performance	ML823	5	قيادة تطوير الأداء المؤسسي

	Course Title	Course ID	Days	عنوان الدورة
146	Leadership Skills for Supervisors	ML438	5	مهارات القيادة للمشرفين
147	Leadership Styles	ML819	5	الأنماط الإدارية ومعايير جودة القيادة
148	Leading through Emotional Management	ML228	5	القيادة عبر الإدارة العاطفية
149	Management Development	ML301	5	التطوير الإداري
150	Managerial Skills	ML245	5	المهارات الإدارية
151	Managing Conflict	ML440	5	إدارة النزاعات
152	Managing Organizational Structure	ML846	5	التنظيم الإداري وإعداد الهياكل التنظيمية
153	Meeting and Committee Management	ML803	5	فن إدارة اللجان والاجتماعات
154	Meeting Management	ML441	5	إدارة الاجتماعات
155	Mind and Emotion Management	ML830	5	إدارة العقل والمشاعر للمدير المتميز
156	Mind Mapping Business	ML308	5	الخرائط الذهنية للأعمال
157	Mind Mapping Children	ML309	5	الخرائط الذهنية للأطفال
158	Models of Management Excellence	ML842	5	نماذج التميز الإداري
159	Modern Trends in Supervision	ML809	5	التوجهات الحديثة في الرقابة الإدارية
160	Motivating Employees	ML443	5	تحفيز الموظفين
161	Motivation Techniques	ML224	5	أساليب التحفيز
162	Motivating Your Workforce	ML444	5	التحفيز في مكان العمل
163	Negotiating for Results	ML445	5	التفاوض لتحقيق النتائج
164	Negotiation Skills	ML807	5	مهارات التفاوض الفعال
165	New Trends in Management	ML828	5	الاتجاهات الإدارية الحديثة
166	NLP for Leaders	ML290	5	البرمجة اللغوية العصبية للقادة
167	Operational Planning	ML108	5	كيف تعد الخطة التشغيلية؟
168	Organisational Behaviour	ML449	5	سلوك المنظمات
169	Organisational Development	ML844	5	بناء المنظمات من أجل البقاء
170	Organisational Structure	ML450	5	هيكل المنظمات
171	PAS 1 (Discover your Learning Style)	ML710	3	نظام التقييم الشخصي للتعلم والتعليم
172	PAS 1 Training Certification	ML452	3	مدرب نظام التقييم والمقاييس باس 1
173	PAS 2 (Discover your Behaviour Style)	ML720	3	نظام التقييم الشخصي - مقاييس السلوك للأعمال
174	PAS 2 Training Certification	ML454	3	مدرب نظام التقييم والمقاييس باس 2
175	PAS 3 (Discover your Personality)	ML730	3	نظام التقييم الشخصي - اختبارات الشخصية
176	PAS 3 Training Certification	ML456	3	مدرب نظام التقييم والمقاييس باس 3
177	Performance Evaluation	ML111	5	متابعة وتقييم الأداء
178	Personal Productivity	ML457	5	الإنتاجية الشخصية
179	Personal Profile System	ML270	5	نظام السمات الشخصية DISC
180	Positive Behaviour Management	ML229	5	إدارة السلوك الإيجابي
181	Positive Emotional Communications	ML230	5	الاتصال العاطفي الإيجابي
182	Presentation Skills	ML458	5	مهارات العرض
183	Principles of Integral Success	ML102	3	مبادئ النجاح التكاملي
184	Problem Solving and Decision Making	ML103	5	حل المشكلات و اتخاذ القرارات
185	Problem Solving using Mind Mapping	ML816	5	حل المشاكل الإدارية باستخدام الخرائط الذهنية
186	Public Relation	ML461	5	العلاقات العامة
187	Public Speaking	ML462	5	التحدث أمام الجمهور
188	Public Speaking: Speaking Under Pressure	ML464	5	التحدث أمام الجمهور تحت الضغط
189	Risk Analysis and Management	ML839	5	ورشة عمل تحليل المخاطر المؤسسية
190	Risk Management	ML465	5	إدارة المخاطر
191	Self-Development for Management Excellence	ML829	5	مفاتيح التطوير الذاتي كأساس للتميز الإداري
192	Skills for Effective Supervision	ML802	5	مهارات الإشراف الفعال
193	Skills for Managerial and Financial Reform	ML830	5	الإدارة الرشيدة خيار للإصلاح الإداري والمالي
194	Conquering Your Fear of Speaking in Public	ML467	5	التخلص من الخوف عند التحدث إلى الجمهور
195	Strategic Decision Making	ML468	5	صناعة القرارات الاستراتيجية

	Course Title	Course ID	Days	عنوان الدورة
197	Strategic Management	ML223	5	الإدارة الاستراتيجية (التخطيط والتحليل)
198	Strategic Management for Excellence	ML841	5	الإدارة الاستراتيجية والتميز الإداري
199	Strategic Planning	ML302	5	التخطيط الاستراتيجي
200	Strategic Planning and Forecasting	ML818	5	الاستشراف والتخطيط الاستراتيجي
201	Strategies for Organizational Development	ML820	5	استراتيجيات تطوير المؤسسات
202	Stress Management	ML811	5	إدارة التوتر وضغوط العمل
203	Stress Relief and Stress Reduction	ML471	5	تخفيف التوتر وضغوط العمل
204	Successful Management	ML827	5	نموذج الإدارة الناجحة (إدارة بلا أخطاء)
205	Succession Planning and Strategies	ML833	5	استراتيجيات الإحلال وتكوين الصف الثاني
206	Supervising Others	ML472	5	الإشراف على الآخرين
207	SYMLOG Introduction for Leaders	ML260	2	سيملوج SYMLOG
208	Team Building	ML813	5	الأسس الحديثة في بناء فرق العمل
209	Developing High Performance Teams	ML473	5	بناء فرق العمل للأداء العالي
210	Teamwork and Team Building	ML474	5	عمل الفريق وبناء الفريق
211	Building Better Teams	ML475	5	بناء فرق عمل أفضل
212	The ABCs of Supervising Others	ML476	5	أساسيات الإشراف
213	Time Management	ML804	5	فن إدارة الوقت
214	Time Management and Meeting Management	ML106	5	برنامج إدارة الوقت والاجتماعات
215	Time Management	ML478	5	إدارة الوقت
216	Training Management	ML480	3	إدارة التدريب
217	Understanding Value Systems (SD)	ML219	5	فهم منظومة القيم (هندسة التغيير)
218	Using Futurology in Strategic Planning	ML832	5	دراسات المستقبل في التخطيط الاستراتيجي
219	Using IT in Strategic Planning	ML837	5	تكنولوجيا المعلومات في التخطيط الاستراتيجي
220	Using Technology to your Advantage	ML481	5	الاستعمال الفعال للتكنولوجيا
221	Workplace Diversity	ML482	5	التنوع في مكان العمل
222	How to Manage Violence in the Workplace	ML483	5	إدارة العنف في مكان العمل
223	Crises Management	ML864	5	إدارة الإزمات
224	The New Manager	ML207	5	المدير الجديد
225	Positive Communication Skills	ML241	5	مهارات التواصل الإيجابية في بيئة العمل
	Marketing and Sales			التسويق والمبيعات
226	Analysis of Customers and Their Purchasing Behaviour	MS316	5	تحليل السلوك الشرائي للعميل
227	Building and Marketing Trademarks	MS319	5	بناء وتسويق الماركات التجارية
228	Building Relationships for Success in Sales	MS400	5	بناء العلاقات للبيع الناجح
229	Key Account Management	MS332	5	إدارة الحسابات الرئيسية
230	Coping with Marketing Crisis	MS305	5	أساليب مواجهة الأزمات التسويقية
231	Dealing with Problems in Marketing Efficiency	MS308	5	كيف تعالج مشكلات انخفاض الكفاءة التسويقية
232	Developing Sales Skills and Techniques	MS300	5	مهارات وأساليب البيع للمؤسسات
233	Dynamite Sales Presentations	MS401	5	مهارات العرض الفعال في البيع
234	Effective Strategies for Pricing	MS312	5	الاستراتيجيات الفعالة لتسعير المنتجات
235	How to Acquire Customers and Retain Them Forever	MS304	5	كيف تجتذب عميلاً وتحفظ به إلى الأبد
236	How to Use Media in Business Competition	MS302	5	كيف تخوض معارك الأعمال عبر وسائل الإعلام
237	How to Win the Market and Beat your Competitors	MS320	5	إستراتيجية السوق الأزرق: كيف تكتسح السوق
238	International Marketing and Export	MS318	5	التسويق الدولي والتصدير
239	Building Marketing and Sales Skills	MS402	5	بناء مهارات التسويق والبيع
240	Marketing Database and Market Research	MS313	5	إعداد وتصميم بحوث التسويق
241	Marketing Oriented Organisations	MS315	5	التوجه التسويقي : منهج للتميز والبقاء
242	Modern Marketing Management using CRM	MS321	5	إدارة التسويق الحديث باستخدام برنامج CRM
243	Selecting and developing Sales force	MS306	5	المنهج الحديث في اختيار وتأهيل رجال البيع

	Course Title	Course ID	Days	عنوان الدورة
245	Overcoming Objections to Nail the Sale	MS403	5	التغلب على الرفض وتحقيق البيع
246	Planning and Developing New Products	MS307	5	إستراتيجية تخطيط وتطوير المنتجات الجديدة
247	Planning Promotional Campaigns	MS301	5	تخطيط الحملات الإعلانية
248	Principles of Marketing	MS300	3	أساسيات التسويق
249	Sales Fundamentals	MS404	5	أساسيات البيع
250	Sales Management	MS322	3	إدارة المبيعات
251	Selling and Marketing Skills	MS323	3	مهارات التسويق والمبيعات
252	Selling Smarter	MS405	5	البيع بذكاء
253	Skills for Conference and Exhibition Organization	MS314	5	مهارات تنظيم وإقامة المعارض والمؤتمرات
254	Strategies for Organizational Image	MS317	5	استراتيجيات الولاء للعلامة التجارية
255	Strategies to Increase Your Sales	MS311	5	استراتيجيات تنشيط المبيعات
256	Tactical Marketing	MS310	5	التسويق التكتيكي
257	Techniques for Sales Forecasting	MS309	5	طرق وأساليب التنبؤ بالمبيعات
258	Brand Marketing	MS330	5	التسويق للعلامات التجارية
259	Using the Telephone as a Sales Tool	MS407	5	استعمال الهاتف كأداة للبيع
260	Brand Management	MS329	5	إدارة العلامات التجارية
261	Telesales	MS408	5	البيع بالهاتف
	Project Management			إدارة المشاريع
262	Project Management Techniques	PM200	5	طرق إدارة المشاريع
263	Planning and Managing Production	PM411	5	تخطيط وإدارة ورش الإنتاج
264	Planning Industrial Project	PM412	5	تخطيط المشروعات الصناعية
265	Production Planning and Scheduling	PM410	5	أدوات وأساليب تخطيط وجدولة الإنتاج
266	Fundamentals of Project Management	PM300	5	أساسيات إدارة المشاريع
267	Project Management	PM202	5	إدارة المشاريع
268	Crisis Management	PM500	5	إدارة الأزمات
269	Risk Management	PM502	5	إدارة المخاطر
270	Understanding Project Management	PM203	5	مقدمة في إدارة المشاريع
271	Risk Analysis	PM413	5	تحليل المخاطر
	Quality Management			إدارة الجودة
272	Benchmarking	QM300	5	المقايسة
273	Process Management	QM207	5	إدارة العمليات
274	Conducting Effective Performance Reviews	QM301	5	المراجعة الفعالة للأداء
275	ISO 9000 Lead Assessor / Auditor	QM150	5	إعداد مدققي مواصفات الإيزو (ISO 2000)
276	ISO 9000: 2000	QM160	5	المواصفة الدولية للجودة الإيزو 9001:2000
277	Total Quality Management	QM302	5	إدارة الجودة الشاملة
278	Performance Measure	QM205	5	قياس الأداء المؤسسي
279	Quality Management System	QM303	5	نظام إدارة الجودة
280	ISO 9001 Introduction & Internal Auditing	QM320	5	مقدمة في التدقيق الداخلي والإيزو 9000
281	ISO 9001 Transition from 2008 to 2015	QM322	5	الانتقال إلى نظام الإيزو ISO 9001:2015
282	SPC (Statistical Process Control)	QM151	5	الطرق والأساليب الإحصائية لمراقبة الجودة
283	Continuous Process Improvement (CPI)	QM206	5	التحسين المستمر للعمليات CPI
	Health, Safety and Environment (HSE)			الصحة والسلامة والبيئة
284	IOSH Managing Safely	HS002	3	الإدارة بصحة وسلامة IOSH
285	IOSH Working Safely	HS003	1	العمل بصحة وسلامة IOSH
286	Health & Safety Management	HS204	5	إدارة الصحة والسلامة
287	Health and Safety at the Workplace	HS212	3	الصحة والسلامة على رأس العمل
288	Safety for the Supervisor	HS203	5	دورة السلامة للمشرفين
289	Basic Fire Safety Course	HS201	5	دورة أساسيات السلامة من الحرائق

	Course Title	Course ID	Days	عنوان الدورة
	Training and Development			التدريب والتطوير
290	Advanced Skills for the Practical Trainer	TD300	5	المهارات المتقدمة للمدربين
291	Coaching and Mentoring	TD301	5	التدريب والإرشاد الشخصيين
292	Coaching: A Leadership Skill	TD302	5	التدريب الشخصي للمهارات القيادية
293	Facilitation Skills	TD303	5	مهارات التيسير
294	Getting Results Through Training	TD306	5	تحقيق النتائج من خلال التدريب
295	Job Hunting and Recruitment	TD103	5	مراحل الاستقطاب والتعيين
296	Presentation Skills	TD308	5	مهارات العرض
297	TNA and Training Evaluation	TD102	5	احتياجات وتقييم العملية التدريبية
298	Training Needs Assessment (TNA) and Return on Investment (ROI)	TD311	5	تحليل الاحتياجات التدريبية والعائد على الاستثمار
	Contract and Tenders Management			إدارة العقود والمنقصات
299	Bilateral Contracts	TM410	5	الاتفاقيات الثنائية وإدارة مخاطر التصدير
300	Export and Financing for Foreign Trade	TM404	5	فعايلات التصدير وتمويل التجارة الخارجية
301	International Arbitration and International Trade	TM406	5	التحكيم الدولي وفرض المنازعات التجارية
302	International Contract Management	TM403	5	فن إدارة الصفقات التجارية الدولية
303	Management and Logistical Services	TM407	5	إدارة الخدمات اللوجيستية
304	Methods and Techniques for Increasing Export	TM405	5	أدوات وأساليب زيادة القدرة على التصدير
305	Payments and International Trade	TM408	5	التحصيلات في التجارة الخارجية
306	Process of International Trade	TM409	5	عمليات التجارة الخارجية
307	Risk Management in Bilateral Agreement and Export	TM402	5	الاتفاقيات الثنائية وإدارة مخاطر التصدير
308	Tender Management	TM801	5	إدارة العطاءات بتميز
	Inventory & Materials Management			إدارة المخازن والمواد
309	Crisis Management for Purchasing	VM218	5	كيف تدبر أزمات المشتريات والمخازن
310	Effective Monitoring Techniques for Inventory	VM216	5	أساليب الرقابة الفعالة للمخزون
311	Effective Purchase Management and ISO 9000	VM214	5	إدارة المشتريات طبقاً لمواصفات الأيزو 9000
312	Inventory Management and ISO 9000	VM215	5	إدارة المخازن طبقاً لمواصفات الأيزو 9000
313	Inventory Management	VM301	5	إدارة المخازن
314	Management Risk in Purchasing	VM212	5	إدارة مخاطر الشراء
315	Material Requirement Planning (MRP)	VM210	5	نظام تخطيط الاحتياجات من المواد (MRP)
316	Modern Accounting for Purchasing	VM221	5	الحوسبة الحديثة لأعمال المشتريات والعطاءات
317	Negotiation Skills with Suppliers	VM213	5	تنمية مهارات التفاوض مع الموردين
318	Purchasing Methods and Tendering	VM217	5	طرق الشراء وإجراءات طرح المناقصات
319	Quality Management and Supplier Performance	VM211	5	إدارة ومتابعة أداء جودة الموردين
320	Strategic Planning for Production	VM220	5	التخطيط الاستراتيجي للإنتاج



The End



PUBLIC TRAINING PROGRAMMES

TRAINING CATALOGUE

2023



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